

**Suggested “Dear Grazing Operator” letter to introduce grazing billing late fee assessment policy change.**

Field Office Letterhead

Date

4130 (XX-XXX)

BLM Grazing Operator  
Street Address  
City, State Zip

Dear (Name):

It is important that you are aware of a national policy change regarding when a late fee for an overdue grazing fee bill will be assessed.

As always, grazing fees are due on the date indicated by the grazing fee bill. The BLM allows a 15 day “grace period” past this due date for making payment before assessing a late fee. In the past, if the payment envelope was postmarked on or before the 15<sup>th</sup> day of the grace period, no late fee would be assessed.

The BLM changed its national policy. Now, payment must be received by the billing office on or before the 15<sup>th</sup> of the grace period or a late fee will be assessed.

The BLM made this change to improve its business practices by making its collection process more efficient.

Questions about this change may be directed to (BLM staff person) at (staff contact number).

Sincerely,

Field Office Manager